

## UNIVERSITY AT BUFFALO LIBRARIES

### Criteria for Library Faculty Personnel Actions

As Adopted,  
March 2022

The *Criteria for Library Faculty Personnel Actions* serves as a guide for University at Buffalo Libraries faculty candidates, dossier preparers, dossier evaluators, and faculty review bodies. The standards described herein reflect the historic mission and achievement of the University Libraries as an innovator in librarianship, a leader in service, and a builder of scholarship, and they align with standards and processes at peer institutions and guidelines promulgated by the Association of College & Research Libraries.<sup>1</sup>

This document is intended to fall within the framework of, and is subordinate to, the *Policies of the Board of Trustees*<sup>2</sup>, and the more specific guidelines set forth in the University at Buffalo's *Policies, Procedures, and Criteria for Faculty Personnel Actions*<sup>3</sup>.

#### **I. Appointment, Re-Appointment, Promotion, and Tenure at the Senior Assistant or Associate Librarian Ranks**

A successful candidate will demonstrate excellence in librarianship, service, and scholarship. The Libraries faculty value creativity and innovation in professional practice, impactful service, and scholarly autonomy. Our methods are critical, conceptual, historical, theoretical, practice-led, and practice-based.

##### *A. Librarianship*

Excellence in librarianship is demonstrated by way of a candidate's primary job responsibilities. Candidates may be evaluated, as appropriate, based on effectiveness, proficiency, creativity, innovation, or impact in professional practice. This is subject to rigorous evaluation by library faculty, the University's professorial faculty, staff, and, where applicable, students.

##### *B. Service*

Excellence in service is demonstrated by, but not limited to, a candidate's visible and impactful work in the following areas:

- Local, state, and national professional and academic associations
- University governance
- Libraries governance
- University community

### *C. Scholarship*

Excellence in scholarship is demonstrated by a sustained record of scholarly or creative work in a candidate's subject area, librarianship, or disciplines related to their work. The evaluation of scholarly or creative accomplishment includes the totality of a candidate's scholarship, with the requirement that it include a body of peer-reviewed, published work. We value the production of original research, theory, and practice-based scholarship, whether published in print or digital formats. We also hold other impactful forms of scholarship in high regard and worthy of evaluation in a candidate's dossier.

Grant activity is encouraged and valued, but not required for tenure or promotion at any rank in the University Libraries. Publishing in open access venues is also encouraged and valued, but not required for tenure or promotion at any rank.

## **II. Appointment, Promotion, and Tenure at the Rank of Librarian**

Promotion to the rank of Librarian (also referred to as Full Librarian) is a recognition of superior contributions with every expectation of continuing contributions at the highest level of professional standards. A candidate for the rank of Librarian will already satisfy the requirements outlined above. In addition, the candidate will demonstrate distinction in librarianship through the following:

- Record of excellence throughout the candidate's career
- Record of impact on the communities served
- Record of research, scholarship, or creative activity demonstrating an impact on the field
- Record of professional growth demonstrated by a national or international reputation among peers

## **III. Promotion to the Rank of Distinguished Librarian**

Guidelines for promotion to the rank of Distinguished Librarian are set forth by the State University of New York's Office of the Provost.

## Endnotes

1. Association of College & Research Libraries. (2021). *ACRL Standards for Faculty Status for Academic Librarians*. <http://www.ala.org/acrl/standards/standardsfaculty>.  
Association of College & Research Libraries. (2021). *A Standard for the Appointment, Promotion and Tenure of Academic Librarians*.  
<http://www.ala.org/acrl/standards/promotiontenure>.
2. State University of New York. (2019). *Policies of the Board of Trustees*.  
<https://system.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY-BOT-Policies-Jan2019.pdf>.
3. Office of the Provost. (2018). *Policies, Procedures, and Criteria for Faculty Personnel Actions*. University at Buffalo. <http://www.buffalo.edu/provost/admin-units/faculty-affairs/presidents-review-board/procedures.html>.

## Appendix

### *History of the Criteria Document for Library Faculty Personnel*

The initial version of this document became effective in December 1982. The first substantive update was completed in November 1998; subsequent updates occurred in October 2002 and July 2005. The fourth update was completed in January 2013 and was approved by the University Libraries faculty in June 2013. The January 2013 version of the Criteria became effective September 2017, following approval by Provost Zukoski and President Tripathi. This update was completed and approved by the University Libraries faculty in August of 2021 and approved by Provost Weber and President Tripathi in March of 2022.

### ***Criteria for Library Faculty Personnel Actions Review Committee, 2020-2022***

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